

**PERSONNEL**Travel Allowances/Expenses**A. Generally**

Personnel and division officials will be reimbursed for expenses incurred in carrying out authorized duties. Authorized duties include (1) regular, daily operations which are anticipated costs and require approval of the proper supervisor, and (2) out-of-division travel which requires additional accommodations and approval of the superintendent.

Travel expenses will be reimbursed upon approval of the superintendent and school board. Reimbursement requests must be filed on the proper voucher, including supporting receipts.

**B. Travel Requests**

Requests must be submitted through the appropriate supervisor to the superintendent at least two weeks in advance for in-state travel and at least 30 days in advance for out-of-state travel.

**C. Transportation**

The requirements of the assignment and the efficient and effective conduct of official business is to determine the mode of transportation. Travel is to be by the most direct route. School board-owned vehicles are to be used when suitable.

**1. Privately-owned Vehicle**

Reimbursement will be based on actual mileage over the most direct route at rate prevailing for state employees. Parking charges, e.g., parking fee, toll road, toll bridge, and ferry charges, are eligible expenses. The vehicle operation must have a valid Virginia driver's license and must satisfy Virginia insurance requirements. Uninsured motorists are excluded from eligibility to use board-owned vehicles or to transport other personnel or students on board business.

**2. Public Transportation**

Taxicabs, airplanes, airport limousines, buses, and other public conveyances may be used when justified. Justification will be expected on the statement of travel. Reimbursement will be based on actual, reasonable costs.

**PERSONNEL**Travel Allowances/Expenses (continued)D. Accommodations

## 1. Lodging

Reimbursement for expenses incurred by an employee on authorized business will be determined by reasonable rates prevailing at the meeting (business) site, e.g., schedule of room charges, meals that are part of the meeting, and gratuities not exceeding 15% of the cost of a meal. In the absence of prevailing rates at the meeting location, the following guidelines are to be in effect:

- a. Food costs should not exceed \$32.00 per diem.
- b. Room rates are to be in line with the rate offered by the meeting sponsors at participating hotels/motels.
- c. The mode of transportation and approximate costs are to be included in the request to attend the meeting.

## 2. Spouse Accompanying

If an employee is accompanied by his wife or her husband, lodging expenses will be reimbursed at the prevailing single occupancy rate.

## 3. Meal Charges with Meetings

Reimbursement may be claimed for costs incurred while on official business attending meetings which include a meal(s).

E. Miscellaneous Expenses

## 1. Telephone, Telegraph and Postage

Reimbursement will be made for out-of-pocket expenses for authorized business only. The most efficient means of communications should be used. A receipt should be obtained when practical.

## 2. Registration Fees

Conference and convention registration fees will be reimbursed on an actual cost basis.

## 3. Personal Effects

The school board will not assume costs of personal articles, gifts, alcoholic beverages, and like non-business related expenses.

**PERSONNEL**Travel Allowances/Expenses (continued)F. Statement of Travel

Requests for reimbursement for authorized travel expenses are to be made in a timely manner on the statement of travel. Payment may take up to 30 days depending on when the request is submitted. Specific guidelines may be waived upon provision of proper justification by the person and express approval of the superintendent.

## 1. Statement of Travel

The original and one copy are to be submitted to the assistant superintendent for finance. Both copies are to be signed and are to include supporting receipts. Receipts are required for cash expenditures for travel by public conveyance, local transportation, parking, tolls, lodging, and registration fees.

## 2. Conference Expenses

Reimbursement requests for conference expenses are to be received by the assistant superintendent for finance within 30 calendar days of the conference date. Receipts are to be included with the request.

## 3. Payment of Travel

Checks will be forwarded to the address shown on the voucher.

Editor's Note

*See also school board policy #5-34.*

Approved by Division Superintendent:	November 5, 1985
Revised by Division Superintendent:	September 1, 1991
Revised by Division Superintendent:	November 1, 1998

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